

# **EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION RESIDENT GUIDELINES**

Welcome to the EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION!

We hope you will enjoy living here. For the comfort and safety of all, the Board of Directors has carefully and thoughtfully developed these guidelines. They are to provide you with basic information which you may find helpful. *If you need the specific wording, please refer to your CC&R's and By-laws and / or appropriate California civil codes.*

The Grove is intended as an "owner-occupied" complex. Tenants must comply with restrictions listed in your CC&R's and Bylaws. Please check your Bylaws for specific requirements.

**IF YOU HAVE TENANTS, PLEASE GIVE THEM A COPY OF THE BYLAWS AND OF THESE GUIDELINES.** Tenants are required to sign a receipt of the Grove Rules and Regulations and an acknowledgement that full compliance is a necessary condition for residence in the Grove.

## **MANAGEMENT COMPANY**

The Association is managed by Bartlein & Company, Inc. located at 3944 State St., Suite 200. The phone number is 569-1121. The Fax is 682-4341. If you have any questions or you have an emergency, please call. For emergencies, someone is available at all hours.

## **MEETINGS & NEWSLETTERS**

The Board of Directors holds a monthly meeting and all owners are welcome. The time and place are noted in your Newsletter. If you would like to be placed on the agenda, please call or write to Bartlein & Company, Inc., and notify them at least one week in advance.

A monthly Newsletter is published to keep all owners and tenants informed. Therefore, it is essential that you notify us of any changes in tenancy. Copies of the Newsletter are also available on the Grove website (<http://www.eucalyptusgrove.org/>).

In January of each year, the Association typically holds its annual meeting. The notification of the Annual Meeting is also published in the Newsletter. As a Homeowner, please remember to turn in your proxy vote, and also plan on attending to help insure a quorum for this meeting.

## **HOMEOWNERS MONTHLY ASSOCIATION FEES**

Monthly Association fees are due at the beginning of each month. If payment is received after the 30th of the month, a late charge of 1.5% of the outstanding balance will be assessed for each month payment is late. (Please see Annual Budget for specifics). For your convenience, you may have your fees paid automatically from your checking account. If you are interested in this free service, please call Bartlein & Company, Inc.

## **FIRE PREVENTION**

For emergency purposes, it is recommended that you have extinguishers inside your unit. Smoke detectors and carbon monoxide detectors are required by law and should be checked on

a regular basis. You should strongly consider having a smoke alarm with battery backup in each bedroom in case the power is cut off. Be aware that Santa Barbara County adopted the California Fire Code that states: "Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction."

### **MAINTENANCE AND REPAIRS**

The responsibility of maintaining the exterior of the building is the responsibility of the Association, while the interior is the responsibility of the unit owners. However, there are exceptions (i.e. exterior doors and windows, private balcony surfaces, and exclusive-use utilities, etc., belong to the unit owner) so please read the CC&R's for further explanation. All units are expected to be kept in a clean, sanitary and attractive condition.

The Grove provides janitorial services for the pool area and the Exercise Room. However, all residents should clean up after themselves. It is up to the occupants of each building to keep the staircase swept and exterior of units neat and orderly.

If you notice termite activities in your unit, you should call Bartlein & Company, Inc. The unit owners are responsible for having an inspection report produced by a licensed pest control company. The Association is responsible for dealing with the termites when they are in the common structure.

### **PLUMBING & GAS REPAIRS**

Each unit has its own water and gas meter accessible from the outside utility area adjacent to each building. Plumbing and gas repairs pertaining to each unit (whether within or exterior to the unit) are typically the individual owners responsibility. This also applies to all other exterior utility and service lines (electric, cable, sewer, etc.) for which the unit has exclusive use. If you need assistance locating or operating the water and gas meters, please call the utility company. Unit Owners are liable for damages to other units and the common area building structure if the source of the damage (water leak, fire, etc.) is from within their unit or exclusive-use utility lines.

### **EXTERIOR APPEARANCES**

In order to promote and maintain uniformity and attractiveness of the Grove, please keep your area clutter free. Only patio furniture is allowed on the patio or balcony area. Hanging clothes, bikes, surfboards, and other items from the balcony is prohibited. Patios, balconies, front landings and walkways do not belong to the unit. They are considered 'exclusive use common areas', and as such have more restricted uses, as defined by the Association.

No owner shall, at his own expense or otherwise, make any alteration, addition or modification to the building in which his unit is located, or to any part or portion of the common area or recreation area, without the prior written approval of the Board. Certain interior modifications to the unit are also prohibited or require prior approval and authorization.

Flower pots are not to be placed in walkways that would limit or restrict emergency access, or placed on top of the handrails as moisture from watering will rot the wood. They are also a danger to all passers-by below. In addition, hanging plants should not be positioned over handrail and should have saucers attached underneath.

## **PARKING**

Each unit has one assigned carport. Please do not park in another unit's space; otherwise, your vehicle can be towed at your expense. No trailer, boat, camper can be kept anywhere at the Grove. There are also 159 uncovered, unassigned parking areas available for the exclusive use of Grove residents. **Unassigned parking spaces, unless otherwise posted as 24-hr or long-term parking, are for short-term (maximum 72-hr) parking only. They are available on a first-come-first-served basis. Long-term parking (more than 72-hr) is located in Phase III on the far east side of the complex. Vehicles parked long-term (more than 72 hours) in other areas are subject to towing at owners expense. All vehicles parked in the complex must display a valid license plate with current operational registration tags.**

Please observe the 5-mph speed limit while in the driveway or parking area. Repairing vehicles or extensive maintenance in the parking lot is not allowed.

There is a car wash area in Phase III. Please remember to shut off the water when finished, and roll up the hose so it is not lying where it can be damaged by others who may drive over it

Please see attached Exhibit A for specifics.

## **TRASH / RECYCLING**

There is a common trash and recycling area nearby each building. Please make sure your trash goes directly into the bin and not on top. Both trash and recycling containers have lids. The trash is picked up three times a week. The garbage company will not pick up any large items or toxic materials. This prohibition includes electronics, batteries, paints and other solvents, furniture, beds, refrigerators, washers, and dryers, etc. (this list continues). If you have such items for disposal, you will need to contact the appropriate agency for pick-up or take the item to the appropriate recycling center (See Grove website for numbers). Nothing will be picked up unless it is in the trash or recycling containers. The recycling materials are picked up twice a week. All recyclable materials can be co-mingled. Flattening boxes and plastic containers and crushing cans is appreciated. (Please see attached Exhibit B for specifics).

## **POOL & EXERCISE ROOM / FACILITIES PASS**

For your enjoyment, there is a Pool / Jacuzzi, Sauna and Exercise Room. Always bring your Facilities Pass (Gate card) with you to gain access. Please remember that **SMOKING AND GLASS CONTAINERS ARE PROHIBITED** in these enclosed common areas. Guests and underage children (younger than 14 years old) must be accompanied by an adult resident.

Please see Exhibit #C for specifics and hours of operation. Please respect these hours.

Note: Tenants, if you do not have a Gate Card, please contact your landlord. (Owners who are behind on their monthly fees will **not** receive a new pass until their balance is current. There is also a \$25.00 replacement fee).

## **PETS**

Due to the limited space and thin walls, owners may have **ONLY ONE DOG OR ONE CAT**. (The dog must be 25 pounds or less when fully grown). When outside, your pet should be controlled by a leash. Residents must take necessary steps to ensure that their pet does not cause any odor or noise that would infringe on others right to their space and peace. For obvious reasons, please clean up after your own pet. There is a dog run near the front gate with disposable waste bags for your convenience.

## **FIREPLACES**

The gas fireplace in the units is only for decorative purposes. It is **NOT** meant for burning wood, cooking, and/or heating the unit. Misusing or abusing the fireplace may cause a fire. Again, Unit Owners are liable for damages related to fires that originate from within their unit.

## **REAL ESTATE SIGNS**

To prevent the Association from looking unsightly, one (1) professionally made sign of reasonable size is allowed to be on the inside of the unit window.

## **GATES**

The Grove is a gated community. In order for your guests to enter, they will need to page your unit from the front gate kiosk by scrolling down the directory list and then punching in the “#” sign followed by your unit access number listed on the screen. Upon verification, just push “9” on your touch-tone phone to allow them access. Thus, it is important that Bartlein & Company Inc., have your phone number. The vehicle gates are usually left open during the busy hours of the day (approximately 6:30 AM - 9:30 AM, and 3:30 PM - 6:30 PM). In addition, they are also left open on the last Sunday of the month for the Realtors from about 1 PM - 4 PM. Only emergency personnel, utility companies, mail carrier, etc., have additional confidential gate codes. The front gate, exercise room and pool area are also opened with the white gate card.

The pedestrian gates may be accessed by using a special code. Please call Bartlein & Company, Inc. , for information. Please do not give out the code to any non-residents.

## **THIRD FLOOR UNITS**

Each third floor unit has an exclusive appurtenant easement over the portion of the Common Area located immediately above the furnace which serves the unit. Please do **NOT** use this space for storage or loft or any type of living space. No alterations are allowed.

## **SATELLITE DISH POLICY**

The Board adopted the following policy regarding satellite dishes:

No exterior radio antenna shall be used or installed at Eucalyptus Grove.  
No exterior video or television antenna (including satellite dish) that has diameter or diagonal measurement of more than thirty - nine (39) inches shall be used or installed at Eucalyptus Grove. A video or television antenna (including satellite dish) that has a diameter or diagonal measurement of thirty nine (39) inches or less may be used and installed by an Owner in his or her unit; provided that the antenna or satellite dish is not attached to, or located in

or upon the building, Common Area or Common Facilities. The antenna or satellite dish shall be screened from view from the other Units and Common Areas and painted to blend in with the building; provided that such screening and / or painting does not unreasonably interfere with signal strength or cost an unreasonable amount of money.

### **NEIGHBORLY ATMOSPHERE**

In order to protect each resident's right to enjoy living at the Grove, everyone should exercise discernment and caution when it comes to noise or any other matters that may cause inconvenience to your neighbor. As a rule of thumb, if your conversation or stereo or TV can be heard in another room with the door closed, then you should speak softer or turn down the volume. Also be aware that any loud noises or loud conversations on cell phones while outside your unit, running noisy appliances like washers and vacuum cleaners late at night, as well as smoking close to building air intake vents, or below occupied balconies can be particularly annoying to your neighbors.

It takes little or no effort to promote peace among residents. However, if your neighbor is still uncooperative after you having made attempts to resolve your differences, you may need to contact the Sheriff for their assistance.

Approved by Board on March 13, 2014

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### **Fee Schedule for Fines & Penalties**

Normally, most residents are willing to cooperate and amend their behavior when it is pointed out to them that what they are doing is in violation of the Guidelines, CC&R's or By-laws of the Association. When it becomes necessary to fine or otherwise penalize offenders for repeated violations, the following fee schedule will apply:

1st violation requiring a fine -- \$200

2nd repeat violation of same offense -- \$400

3rd violation of the same offense -- \$800

*--Not sure how detailed this needs to be- Specific violations may need to be listed with separate fines. If so, each Board member should decide which violations should carry fines and at what amounts.*

**c/o BARTLEIN & COMPANY, INC., (805) 569-1121 Fax 682-4341  
3944 State Street, Suite 200  
Santa Barbara, CA 93105**

## Exhibit "A"

### **EUCALYPTUS GROVE PARKING POLICY**

Parking is provided for the "Grove" residents and short term (24 hr.) use by their guests.

Assigned parking spaces (covered / numbered) are for the exclusive use by the designated unit resident and their guests. These assigned spaces are not to be used for storage, or extensive vehicle repairs and maintenance.

Park in marked spaces only - one (1) car per space. Parked vehicles must not obstruct adjacent sidewalks or walkways.

No parking is permitted along Fire Lanes, red curbs or other posted "No Parking" areas. Except for brief loading and unloading, any vehicle left unattended in these No Parking areas is subject to immediate towing at owner's expense.

Boats, campers, trailers and other recreational vehicles are prohibited from parking at the Grove. There are designated areas for parking motorcycles, but if these are full, parking two motorcycles in one marked parking space is permitted and would be appreciated.

Vehicles parked at the Grove must display a license plate and current operational DMV registration stickers (month/year).

Vehicles in unroadworthy or non-operational condition are prohibited from being parked / stored at the Grove.

Parking in unassigned spaces is limited to 72 hrs unless otherwise posted - except in the Phase III main lot (east side of complex), where long term parking is provided for authorized vehicles in compliance with all of the above regulations. Please respect these posted parking time limits.

Violators are subject to removal of their vehicles from the Grove property at their own expenses.

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## Exhibit "B"

### EUCALYPTUS GROVE ASSOCIATION RECYCLING GUIDELINES

**THE FOLLOWING ARE THE CURRENT GUIDELINES FOR DONATING MATERIALS AT THE GROVE RECYCLING AREAS:**

**ALUMINUM, METAL, TIN CANS / PIE TRAYS:**

Rinsing and flattening of cans and trays are helpful and appreciated.

**GLASS:**

Clear or colored glass jars or bottles only. Please, no plate glass, mirror glass, window glass or glassware.

**NEWSPAPER & MAGAZINE:**

Newsprint and enclosed newspaper supplements (coupons, ads, specials, etc.), phone books, opened junk mail, magazines, catalogs, and computer paper. Please no plastic or paper bags.

**PLASTIC:**



A variety of clear and colored containers **must bear the symbol #1** **PET or #2** **HDPE**. Please no others. All plastic containers must be flattened and empty to be accepted.

**CARDBOARD:**

Flattened cardboard boxes (including cereal box type) maybe left for pickup. They must be inside the containers. The cardboard must be flattened.

Please do not "pollute" the bins with bags, caps or other packaging materials. **NO HAZARDOUS MATERIALS.**

Thank you for making the Grove recycling program a success.

7/99

Recently, the list of allowable items to be recycled or disposed of in receptables was revised to include other toxic items, and this list posted at each trash/recycling area. Please look for and abide by these added restrictions. An example of the posted signs is repeated below.

## Trash & Recycling Guidelines

If this area is full, please try a different trash enclosure.

Others may have space. Please try not to overflow the containers.

### Recyclable Materials - Place in Recycling Carts

**PLASTICS:** Hard plastics of any type

**METALS:** Aluminum, Tin & Steel Cans; All Metal Items (such as pots, pans, utensils), Aluminum Foil & Pie Pans, Empty Paint & Aerosol Cans, Copper, Lead & Brass

**PAPER ITEMS:** Junk Mail, Cardboard, Books, Magazines, Catalogs, Shredded Paper & Paper Bags, Office Paper and envelopes, Receipts, Molded Pulp (not styrofoam) Egg Cartons.

**GLASS:** Bottles & Jars Only

**PROHIBITED ITEMS:** Film Plastics (e.g. bags, wraps, tarps, shower curtains), Styrofoam & Styrofoam Peanuts, Cassettes, CD's, Diskettes, Cans Containing Paints or Chemicals, Oil Filters, Window Glass, Mirrors, Drinking Glasses, Dishes, Pyrex, Lightbulbs, Food Wrappings, Take-out Containers, Paper Plates & Cups, Napkins, Paper Milk, Juice or Ice Cream Boxes, Waxed Paper or Waxed Boxes, Facial Tissue, Diapers or Pads.

### Disposable Materials - Place in Dumpster

Non-hazardous & non-recyclable household solid waste (see below for exceptions)

#### *Items which cannot be recycled or left in trash*

**Appliances** including refrigerators, washers, dryers, stoves, ranges, microwaves etc. Most vendors will haul away old items for a fee. These items cannot be disposed of here and are your responsibility. Please don't leave here even temporarily. Have them picked up from your unit.

**Household Hazardous Waste** including batteries, paints, solvents, non-emptied aerosol cans, fluorescent light bulbs

**Large furniture** including sofas, beds, fixtures etc.

**Electronic wastes** including televisions, computers, vcrs, monitors, smoke detectors

### Community Resources

**Community Hazardous Waste Collection** UCSB 882-3602 (paints, solvents, batteries, fluorescent bulbs, etc)

**SB Recycle Computer Recycling** 453-0437 (e-waste such as computers, monitors etc)

**Thrift Stores** Alpha 964-9996, Goodwill 899-3807, Salvation Army 564-2945 (clothes, furniture)

**Freecycle** - [www.freecycle.org](http://www.freecycle.org) - like ebay, but for free items.

**Don't leave "free" items here. Either take to a thrift store or otherwise handle.**

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## Exhibit "C"

# EUCALYPTUS GROVE POOL & EXERCISE ROOM RULES AND REGULATIONS

The following rules and regulations are for the purpose of establishing equitable guidelines on the common use and care of the pool, sauna, spa, exercise room, and adjoining areas. Individual owners, tenants, their dependents and guests are all responsible for maintaining and following these rules and regulations.

### HOURS OF OPERATION

The pool, spa, sauna and adjoining areas will be open seven days a week during the following hours:

**Sunday - Thursday                      7 AM - 10 PM**

**Friday - Saturday                      7 AM - 11 PM**

**The exercise room will be open:**

**Sunday - Saturday                      7 AM - 8 PM**

Please respect these hours of operation. They are designed with the consideration of your neighbors and fellow residents in mind. Be aware that both residents and non-residents found using these facilities after the posted hours of operation are trespassing, and therefore can be treated accordingly.

### USE AND OCCUPANCY

All the Grove owners, tenants and their dependents are entitled to use of the pool, Exercise Room, and its facilities, as long as they abide by the facility rules and regulations. Residents should always have their gate (access) card with them when using any of the Grove facilities and may be asked to present this card upon request. Use these facilities at your own risk. Please keep excessive noise down in consideration of those who live immediately above or adjacent to these facilities. The following restrictions apply to the use of the pool, exercise room, and adjoining facilities:

**Guests:** Residents are limited to two (2) guests for each individual occupant. For example, a household of three persons may invite up to six guests for the use of the pool, spa, sauna and adjoining facilities. No more than two guests are allowed for each household member. Guests must be accompanied by a resident at all times.

**Glass, Smoking, and BBQ's:** At no time is glass, smoking, or barbecuing of any form or purpose allowed in the pool area. This includes the pool area, jacuzzi, restrooms, shower area and sauna.

**Care:** All owners, tenants, dependents and guests are encouraged to maintain the pool and its the pool and its adjoining facilities in a clean and uncluttered condition. Every effort should be made to remove all materials which were brought to the area for personal use and consumption. Treat this pool as if it were your own, because it is. Please insure the pool gate is closed and latched when entering or leaving. It is required by law that this gate is always kept closed and locked. Please insure that the exercise room door is closed and locked when leaving, and the lights turned off if no one else is present.

**Reporting Damage or Maintenance Needs:** All pool area and exercise room users are encouraged to report the need for damage repair or maintenance needs as soon as it is noticed. Please direct this report to Bartlein & Company, Inc. or the Suggestion Box.

**Requesting Service and / or Upgrades:** All perceived needs for improvement of pool area or exercise room maintenance, services and new items (e.g. chaise lounges, deck chairs, new exercise equipment, etc.) should be communicated in the same manner as above.

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